

**US General Services Administration
Presents The**



**PERSONAL PROPERTY,
FLEET AND PROCUREMENT SEMINAR**



WHEN: Wednesday, March 16, 2011
9am – 4:00pm

WHERE: **San Antonio Federal Building**
727 East Durango Rm B406 (4th Flr)
San Antonio TX 78206

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FREE PARKING ~ ~ FREE PARKING

PRESENTORS: JAIME HERNANDEZ
CRAIG STAFFAN
KAREN BEYER

PERSONAL PROPERTY – Jaime Hernandez

GSAEXCESS.GOV Guidelines
Utilization/Donation/Sales Cycle
Abandonment/Destruction Regulations
Computers for Learning – CFL Program
UNICOR - Electronic Recycling Program



FLEET - Craig Staffan

Vehicle Ordering , Maintenance Control, Web-Based Applications:
Speed Pay, Fleet Drive-Thru GORP, Mileage Express, CRASH Reports –
Carryout. Vendor Info, and question/Answer Session

GREEN PROCUREMENT – Karen Beyer

Using GSA Advantage and Global Supply
Fedrooms



REGISTRATION FORM

GSA TRAINING SEMINAR

**Return this completed form via email or fax for
the MARCH 16, 2011 Seminar in San Antonio TEXAS**

NAME	
AGENCY	
ADDRESS	
PHONE NO	
FAX NO	
EMAIL	

**To register, please respond NO LATER than
WED Mar 9, 2011**

Via e-mail to jaime.hernandez@gsa.gov

Or FAX to **(210) 509-0918**

Any other questions about the training, please call (210) 509-3407

NOTE: *There is no cost for this training. The training is held at
a facility with FREE PARKING.*

SEE >>> MAPQUEST.COM for local map <<<